

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110132-9

REPORTS INVENTORY						CONTROL NO. DDS/OF-197			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 7301, Unexpended Subsidies and Grants						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div style="width: 40px; text-align: center;">X</div>STATISTICAL NARRATIVE MACHINE-NAME LISTING</div>			
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 14			
7. FORMAT (memorandum, form computer print-out, etc) Machine Listing		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div style="width: 40px; text-align: center;">X</div>YES NO</div>		IF YES GIVE ADP PROCESSING NO. Job: 212, Prog: A-5-N		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR		
Pro rata share of review, analysis and distribution time.						XXXXXX \$ 104.84			
B. COSTS OF COMPUTER PRODUCED REPORTS									
24 pgs x 4 cys = 96 pgs x 3¢ = \$2.88 x 12 times =						\$34.56			
TOTAL COSTS PER YEAR						\$139.40 \$ 139.40			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div style="width: 40px; text-align: center;">RETAIN AS IS</div>OTHER (explain)</div> <div style="display: flex; justify-content: space-between;"><div style="width: 40px; text-align: center;">CHANGE</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 40px; text-align: center;">DISCONTINUE</div></div>						ESTIMATED SAVINGS			
						MAN-HOURS		DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION		

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